

# FLAGLER COUNTY SCHOOL DISTRICT

## JOB DESCRIPTION

### OFFICE CLERK

#### QUALIFICATIONS:

- (1) High School Diploma.
- (2) Demonstrate a proficiency in general clerical work involving basic office procedures.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Good knowledge of business English, punctuation, arithmetic and spelling. Good knowledge of and ability to use modern office practices and procedures. Good knowledge of record-keeping methods, practices and procedures. Working knowledge of departmental or school rules, regulations and policies. Ability to work independently and to carry out assignments to completion with minimum instructions. Ability to work well with others and to assist the school public cooperatively and courteously. Skill in the use of a typewriter / computer and in the use and care of pertinent office machines and equipment. Able to meet and deal with the public. Able to perform multiple tasks in stressful situations.

#### REPORTS TO:

Principal

#### JOB GOAL

To assure the smooth operation of the school center or department office, performing a wide variety of clerical duties.

#### SUPERVISES:

N/A

#### PERFORMANCE RESPONSIBILITIES:

- \* (1) Compile and type from copy, as required, school attendance, reports or other materials, and process students' registration, absentee lists, tardy slips, etc.
- (2) Type form letters and other routine correspondence based on information from records and files.
- (3) Prepare reports, narratives and statistical tabulations as well as prepayments of bills.
- \* (4) Prepare journal entries.
- (5) Process documents requiring various procedural knowledge.
- \* (6) Maintain files, review documents for sufficiency, obtain necessary signatures and route appropriately, maintaining follow-up.
- \* (7) Give information and assistance to students and the general public, in person or by telephone, applying significant knowledge of school rules, regulations and procedures to interpretations made using positive interpersonal skills.
- \* (8) Perform receptionist, secretarial and / or bookkeeping duties as required as well as prepare reports as requested.
- (9) Type memorandums as directed.
- \* (10) Use effective, positive interpersonal communication skills.
- (11) Perform other incidental tasks consistent with the goals and objectives of this position.

**OFFICE CLERK (Continued)**

**PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

\*Essential Performance Responsibilities

**Salary Lane: Support KBZ**